

COMMONWEALTH OF KENTUCKY
DEPARTMENT OF REVENUE
FINANCE AND ADMINISTRATION CABINET
FRANKFORT KENTUCKY 40620

CHECKLIST FOR COMPLETING ANNUAL RECAPITULATIONS

FIRST RECAP

- 1. **Telecom Assessment.** Telecommunications Assessment should be included in your commercial total but also needs to be broken out for tracking purposes.
- 2. **Amount Deferred under Agricultural Land Use Act.** Be sure to include this information.
- 3. **Record of Additions and Deletions filled in completely.** Taxable and Fair Cash Value columns should both be completed. The totals will likely be the same in the Residential and Commercial property classes.
- 4. **Property Valuation Administrator's Signature.** Email submission is acceptable as long as it includes PVA signature.

SUMMARY OF REAL PROPERTY TAX ROLL CHANGES (FINAL RECAP)

- 1. **PVA's Recapitulation Totals.** Column 1 should equal your First Recap numbers.
- 2. **Increases and Decreases.** Make sure Column 2, 3 and 4 calculate and equal Column 5.
- 3. **Parcel Count.** Number of parcels by property class should be included on the Final Recap.
- 4. **Amount Deferred under Agricultural Land Use Act.** Be sure to include this information.
- 5. **Fair Cash Value of Farm Residences.** Be sure to include this information.
- 6. **Number of Taxpayers with Homestead Exemptions.** The total number of taxpayers with HEX and the total number of all taxpayers with DEX.
- 7. **Record of Addition and Deletions filled in completely.** Taxable and Fair Cash Value columns should both be completed. The totals will likely be the same in the Residential and Commercial property classes.
- 8. **Net Exonerations from Real & Tangible Property Assessments.** Indicate if numbers are + or -.
- 9. **Complete Addition/Deletion Listing.** A complete listing of Additions and Deletions should accompany your Final Recap. The numbers on your final recap should be the same as your listing.
- 10. **School Districts.** If you have more than one school district then there should be a Summary of Real Property Tax Roll Changes (Final Recap) for each school district. All school districts should Total to the Grand Total Recap.
- 11. **Property Valuation Administrator's Signature.** Email submission is acceptable as long as it includes PVA signature.
- 12. **Call or e-mail Laura Steele to close Tangibles.**

For additional information, forms, updates, etc. visit the PVA Network:

<http://revenue.ky.gov/PVANetwork/>